

**JOB TITLE:** Bookkeeper Supervisor

**REPORTING TO:** Bookkeeping Manager

**LOCATION:** Uckfield, East Sussex

This is a new role in our fast expanding and dynamic business. The role is best suited to an individual passionate about providing clients with a service tailored to their needs, delivering information on past performance, working with them on forecasts and budgets and dealing with their VAT compliance.

This is a highly deadline-based role so, at times, flexibility on hours in peak times will be required.

### **CORE RESPONSIBILITIES**

- Review bookkeeping, management accounts and VAT returns
- Review year end packs for accounts and audit team
- Input and review data
- Review and maintain sales, purchase and general ledgers
- Post and review month end journals
- Adhere to proper accounting standards
- Meet deadlines and time budgets
- Advise managers of any outstanding issues
- Complete and review VAT compliance including registration, de-registration, option to tax, VAT enquiries and investigation
- Maintain a full and accurate audit trail by filing and referencing documents
- Liaise with other departments, e.g. payroll, audit, accounts and tax
- Travel to and work from client sites if required
- Prepare and review management accounts from information and documentation received from clients, ensuring that all relevant deadlines are met
- Complete each assignment before passing to the manager for review
- Develop and maintain good client relations
- Liaise with clients directly or through relevant manager to resolve queries or obtain further information
- Ensure a high level of service to meet client's expectations
- Ensure that all hours worked on assignments are correctly recorded
- Train and guide team members

**SKILLS AND EXPERIENCE**

***Essential***

- ACA, ACCA, CIMA or QBE (at least 4 years' experience)
- Ability to work as part of a team and independently
- Numerate and analytical with excellent written and verbal communications skills
- Extensive knowledge of VAT
- Evidence of being a proactive, self-starter who can manage changing priorities in a demanding environment
- Intermediate/advanced Excel, Xero, Sage 50